

Position Description: ***Administration Manager***

Challenge Australia 2011

FIE - FEDERATION INTERNATIONALE D'ESCRIME

**Women's World Cup Epee,
Women's World Cup Epee Teams
24 – 26 June 2011**

Badgery Pavilion & Howie Complex, Sydney Showground, Sydney Olympic Park

The Administration Manager will recruit and head a team of volunteers to deliver services outlined below. The position is for a contractor for a fixed delivery and with an agreed fee. These are detailed below.

The outcomes specified in this agreement are to be delivered between appointment and 27 June 2011. The Administration Manager reports to the Event Director.

- **Pre-event and commencing on appointment to:**
 - **Develop Staffing Strategy & Schedules** – work with functional directors
 - Directoire Technique
 - Results Services
 - Sport Presentation
 - Equipment Control
 - Ceremonies
 - Field of play manager

And working with them to develop event staffing and training requirement

- **Recruit Volunteers** – Liaise with NSW FA, AFF Inc. and other member Associations and using own network to identify and secure volunteers to meet schedule above

- **Develop Volunteer Package**

Including uniform, training rostering, meals and allowances as determined

• During Event

Working on site in Sydney for 3 days to:

- **Produce staff rosters**
- **Co-ordinate Volunteer Training**
- **Provide daily direction to volunteer staff –**
 - Appoint staff to duties
 - Distribute event uniform & meal vouchers
- **Manage petty cash requirements**
 - Including distribution and reconciliation
- **Manage supplies** – Athlete areas, office/admin areas
- **Liaise** – with all functional areas to provide smooth administrative support
- **Provide admin support to** – DT, Results
- **Manage** – identify and appoint supervisor & staff for access control
- **Manage** – identify and appoint supervisor & staff for merchandise sales
- **Manage** – identify and appoint supervisor & staff for Ticket Sales

• Post Event

- **Financial** – Reconcile petty cash
- **Complete Report** – Assist with compilation of all necessary reports as requested by Event Director

The Person

You will be outgoing, confident and have an extensive network within the local fencing community. You could be experienced in administration and organisation of people and tasks in school or university activities, an employment position or through volunteer work. **You** will have a proven record of gaining the willing cooperation of others and in working with others to achieve mutually agreed outcomes. Using your network and people skills you will pull together a team of volunteers to deliver the staffing required for the event.

Your success in this event will be evidenced by the ability to gather a diverse group of volunteers to meet the roster requirements of the event. To ensure that they are trained to carry out their duties, that they are respected, and that they enjoy the experience of involvement in a major sporting event.

You will work to outcomes, schedules, and the pressures of a major event and not to the clock. **You** will be able to react to contingencies in a calm, controlled manner & to adapt to situations as they arise. **You** will be able to provide referees to illustrate your successes.

You enjoy a challenge and you will be challenged!

Schedule of Fees:

The **contract fee** for the outcomes specified above is quoted at:

Fee: \$550 (GST inclusive), to be invoiced on 27 June.

Benefits provided:

Clothing: Event clothing

Meals: Daily during competition

APPLICATION in writing should be emailed to Bill Ronald, Event Director at deploy@tpg.com.au and be received by 10 May 2011.



Communities
Sport & Recreation

